

GUIDANCE FOR SUBMITTING A DISBURSEMENT REQUEST BROWNFIELDS CLEANUP REVOLVING LOAN FUND

The standard “Request for Disbursement” form should be completed, signed and submitted in duplicate with one copy of backup material that includes:

1. All invoices for engineering services. Time sheets and expense reports should be included with all resident engineering invoices.
2. Contractor’s pay estimate for the time period covered by the disbursement request.
3. Other invoices for miscellaneous costs (administrative, legal, financing, soft costs, etc.).
4. A running tabulation of all the above expenses should be submitted with each request. The tabulation should easily relate to the engineering services contract.

Typical classification on the disbursement request form is as follows:

Line 1. Administrative Expenses (remediation bid and advertisements, health and safety plans).

Line 2. Preliminary Expenses (remedial design costs, etc.).

Line 3. Remediation Administration (as defined in engineering services agreement).

Line 4. Remediation Costs

Line 5. Project Inspection Fees (certifications required as part of the loan agreement).

Line 6. Miscellaneous Costs

Line 7. Total Costs (cumulative to date).

Line 8. Less previous disbursements received.

Line 9. The amount of the current disbursement request

Line 10. Percent Project Completion (line 10 divided by the amount of the loan).

Disbursement Requests shall be submitted no more often than once a month. Currently, the turn around time from receipt of disbursement request to deposit funds into your account is approximately ten (10) business days.

For further information regarding the Brownfields Cleanup Revolving Loan Fund, please contact Joyce Bledsoe at the New Hampshire Department of Environmental Services (603-271-2987).

REQUEST FOR DISBURSEMENT
BROWNFIELDS CLEANUP REVOLVING LOAN FUND

<p><u>LOAN RECIPIENT ORGANIZATION</u></p> <p><u>Name:</u></p> <p><u>Mailing Address:</u></p>	<p><u>BCRLF Project Number:</u></p> <p><u>Disbursement Request Number:</u></p> <p><u>Type of Request:</u> <u>Partial</u> _____ <u>Final</u> _____</p> <p>Period Covered by this Request: From: _____ To: _____</p>
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CLASSIFICATION	TOTAL PROJECT	BCRLF ELIGIBLE	NHDES USE ONLY
1. Administrative Expense	\$	\$	\$
2. Preliminary Expense			
3. Remediation Administration			
4. Other Remediation Fees			
5. Project Inspection Fees			
6. Miscellaneous Costs			
7. Total Cumulative to Date	\$	\$	\$
8. Less Disbursements Received	\$	\$	\$
9. Disbursement Requested	\$	\$	\$
10. Percent of Loan Disbursed			
	%	%	%

I certify to the best of my knowledge and belief that the project costs incurred as indicated above are in accordance with the loan agreement for the project and that the disbursement requested represents the BCRLF share due which has not been previously requested and that an inspection has been performed and all work for which a disbursement is being requested has been performed satisfactorily.

LOAN RECIPIENT

Signature of Authorized Certifying Official	Signature of Authorized Certifying Official
Typed or Printed Name and Title	Typed or Printed Name and Title
Date	Date

NHDES BCRLF DISBURSEMENT APPROVAL